

## SCHOOL SITE COORDINATOR

### DEFINITION

To assist in the coordination and supervision of STRECTCH programming at an individual school site and acts as the key liaison between school administrators and staff and STRETCH program staff and volunteers.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Site Coordinator Supervisor.

Exercise functional supervision over assigned staff.

### DUTIES – Duties may include, but are not limited to, the following:

Responsible for the planning and implementation of after school enrichment programming for elementary school children with a primary focus on literacy and the arts.

Overall instruction, management and supervision of school site students.

Scheduling and supervising assigned staff, parents and community volunteers.

Ensure that safety procedures are met.

Maintain appropriate administrative and students' records.

Communicate the goals and objectives of the STRETCH program to school staff and parents.

Establish and maintain positive, cooperative working relations with school personnel, parents, school site councils, local youth agencies, library and recreation department staff and others.

Select and prepare requisitions for necessary program supplies.

Monitor and maintain appropriate records of STRETCH site budget.

Schedule and coordinate specialty classes led by independent contractor instructors.

Collect and deposit monies.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods of organizing and scheduling educational arts and recreation programs for youth.

Effective techniques for managing large groups of elementary school children.

Staff supervision.

Budget procedures.

Computer equipment and software applications related to assignment.

#### Ability to:

Read, write and speak the English language.

Perform basic mathematics.

Follow written and oral instructions.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Schedule and coordinate multiple programming activities.

Direct, lead, support and discipline staff.

Enforce safety standards and act swiftly in emergency situations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years responsible experience in the instruction and supervision of school age children.

Training:

Equivalent to the completion of 12<sup>th</sup> grade supplemented by 30-units of college course work.

License or Certificate:

Basic CPR and American Red Cross First Aid Certificate

Possession of, or ability to obtain, a valid California driver's license.

ESSENTIAL FUNCTIONS

Work is mostly performed outside exposed to the external environment at various school locations with moderate to heavy noise level. Travel is required from school site and office in the course of work. Some work may be performed within an even-floored and air conditioned building environment with fluorescent lighting and a moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquires. May lift or carry weight of 40lbs or less.

Bending, stooping, pushing/pulling, twisting at the waist, squatting, climbing and kneeling is required while supervising various program activities. Standing may be required in conducting program activities and functions. Occasional light sedentary work is performed in a sitting position at a desk. Typical tools used are pencil, pen, telephone, calculator, computer, printer, and fax which require motor skills sufficient to repetitively twist head, upper body, arms, grasp, write, keyboard and handle papers. Complete handwritten forms.

Hearing and speech acuity sufficient to communicate in person and by means of telephone. Visual acuity to read alphabetical and numerical information and instructions necessary in the course of work and observe staff and program participates.